

DD/A Registry
85-2040

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Permission to Design and Print Note Pads

D/Pers 85-1824

FROM: Black Affairs Program Manager
626 C of C

EXTENSION

NO.

DATE

6 June 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

RECEIVED FORWARDER

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Personnel

6/13 JN

1 to 3:

already

that notepads are normally
only for DD's & above.Because our request for
notepads is for use on an
Agency-wide recruitment
basis, he advised us that
your approval would be
required. DD/OP has discussed
this request with the D/EOD
& recommended approvals.

2.

14 JUN 1985 JN

3. Executive Officer/DDA
7D24 Hqs.

4.

5.

EC/OP

6.

D/EEO 626 (1.2)

7.

626 C of C

8.

9.

10.

11.

12.

13.

14.

15.

45 - 12

1 to 7: Per discussion
between DD/OP & D/EEO,
suggest you may want to
reduce the size. Also to
put CIA Washington, D.C.
1985 at top vice EEO.
In this way, the pads could
be used by other recruiters
if appropriate. Do not
use the Agency seal on the
pads. After [redacted]
comes up with the design
please let DD/OP see the design
before P&D goes to press.
If you have questions, call
me. Thanks [redacted]

25-1824

DD/A Registry
85-2040

6 June 1985

MEMORANDUM FOR: Executive Officer, DDA

VIA: Director of Personnel
Director, Equal Employment Opportunity *ATT*

STAT

FROM:
Black Affairs Program Manager

SUBJECT: Permission to Design and Print Note Pads

1. Permission is requested for the design and printing of a note pad similar to the attached sample with a Central Intelligence Agency motif.

2. The purpose of these note pads is for distribution during recruitment trips, conventions and similar activities.

STAT

Attachment:
As stated

APPROVED: *Reasonable quantity and no copyright violation
for recruiting purposes only.*

STAT

14 JUN 1985

Date



*Think like a person of action,
act like a person of thought.*

EQUAL EMPLOYMENT OPPORTUNITY • EMPLOYEE RELATIONS • DOW CHEMICAL U S A

